

 <div style="text-align: center;"> <b>DIVISION OF ADULT INSTITUTIONS</b>   <b>POLICY AND PROCEDURES</b> </div>	<b>DAI Policy #:</b> 500.70.28	<b>Page</b> 1 of 8
	<b>Original Effective Date:</b> 07/20/84	<b>New Effective Date:</b> 10/01/18
	<b>Supersedes:</b> 500.70.28	<b>Dated:</b> 04/20/18
	<b>Administrator's Approval:</b> Jim Schwochert, Administrator	
<b>Required Posting or Restricted:</b>  <input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Psychological Review for Minimum Security		

**POLICY**

Psychological Services Unit staff shall review inmates with MH-1, MH-2a and MH-2b codes and inmates with a "Gender Concern" designation prior to transfer to minimum security facilities.

**REFERENCES**

Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions

**DEFINITIONS, ACRONYMS, AND FORMS**

ADL – Activities of Daily Living

BOCM – Bureau of Offender Classification and Movement

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-3035 – Health Service Request and Copayment Disbursement Authorization

DOC-3035B – Psychological Service Request

DOC-3474 – Psychologist Minimum Security Placement Recommendation

Gender Concern – Designation in the Special Handling Section of WICS to notify staff that an inmate is transgender or has gender-related concerns.

HSU – Health Services Unit

HSU Staff – Employees classified as HSU Manager, Psychiatrist, Physician, Physician Assistant, Pharmacist, Dentist, Nurse Practitioner, Optometrist, Registered Nurse, Licensed Practical Nurse, Physical Therapist, Radiologic Technician, or any other clinical classification that is directly supervised by Health Services.

IC – Initial Classification

Mental Health Codes – Designation made by PSU staff in WICS that identifies inmates who are not on the mental health caseload (MH-0), on the mental health caseload but

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not with serious mental illness (MH-1), with serious mental illness (MH-2a and MH-2b), or intellectually disabled (ID).

OCS – Offender Classification Specialist

POC-73 – Minimum Security Health Care Restrictions/Capabilities

PSU – Psychological Services Unit

PSU Staff – Employees classified as Psychologist Supervisor, Psychologist-Licensed, Psychological Associate A or B, Crisis Intervention Worker, Psychological Services Assistant, Clinical Social Worker, or any other clinical classification that is directly supervised by Psychological Services.

RC – Re-Classification Committee

WCCS – Wisconsin Correctional Center System

### **Male Correctional Centers**

BRCC – Black River Correctional Center

DACC – Drug Abuse Correctional Center

FCC – Flambeau Correctional Center

FCCC – Felmers O. Chaney Correctional Center

GCC – Gordon Correctional Center

JCBCC – John C. Burke Correctional Center

KCC – Kenosha Correctional Center

MCC – McNaughton Correctional Center

MSCC – Marshall Sherrer Correctional Center

OCC – Oregon Correctional Center

SCCC – St. Croix Correctional Center

SPCC – Sanger Powers Correctional Center

TCC – Thompson Correctional Center

WCC – Winnebago Correctional Center

### **Institutions**

CVCTF – Chippewa Valley Correctional Treatment Facility

DCI – Dodge Correctional Institution

MSDF – Milwaukee Secure Detention Facility

OCI – Oakhill Correctional Institution

STF – Sturtevant Transitional Facility

TCI – Taycheedah Correctional Institution

WICS – Wisconsin Integrated Corrections System

Working Days – All days except Saturdays, Sundays and legal holidays.

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WWCS – Wisconsin Women’s Correctional System

### **Female Correctional Centers**

MWCC – Milwaukee Women’s Correctional Center

RECC – Robert Ellsworth Correctional Center

### **PROCEDURE**

- I. Placement of Inmates with MH-1, MH-2a, and MH-2b Codes and/or Gender Concern designation Into Minimum Security Facilities**
  - A. The assigned OCS/designee shall submit a request for review of the inmate’s status to PSU at least three weeks prior to the IC staffing or RC hearing.
  - B. For inmates with MH-1, MH-2a, and MH-2b Codes, PSU staff shall review the referred inmate for behavioral, emotional, and medication stability as outlined within DOC-3474, completing the review prior to the IC staffing or RC hearing. This review shall consist of both a PSU Record review and a clinical interview.
  - C. For inmates with a Gender Concern designation, PSU staff shall review the referred inmate for stability as outlined within DOC-3474 and specifically determine whether the inmate would require a single cell in a minimum security environment. If the inmate would require a single cell, PSU staff shall check “Yes” to “Special Handling Needs / Precautions that are inconsistent with minimum security” on DOC-3474.
  - D. The Psychologist Supervisor or designee shall inform the OCS at the sending institution of the decision or recommendation for minimum security placement using DOC-3474.
  - E. For the IC process at DCI, TCI, MSDF, and STF, separate criteria are outlined on DOC-3474 and specific time frames are waived, although the inmate must demonstrate emotional, behavioral and medication stability.
  - F. The PSU recommendation shall be based on the following criteria (exceptions to the criteria in this policy may be approved by the Mental Health Director/designee):

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Criteria	Minimum with PSU	Minimum without PSU
Receiving institution	CVCTF JBCC MWCC OCI RECC STF	DACC FCCC KCC MSCC OCC SPCC TCC WCC
No suicide (or self-harm) behavior or thoughts	Past 3 months	Past 6 months
No placements in observation status	Past 3 months	Past 6 months
No dangerous behavior, including (but not limited to) threats, intimidation, or assault	Past 3 months	Past 6 months
No changes in dose or type of psychotropic medication (changes in timing are acceptable)	N/A	Past 3 months
Compliant with medication	Past 3 months	Past 6 months
Ability to participate in work, school and/or programming	Past 3 months	Past 6 months
Capable of functioning appropriately in an institution setting, including the ability to independently perform ADL such as meals, showers, grooming, dressing and housekeeping	Yes	Yes
Property restrictions for clinical reasons	No	No
Current need for ongoing or regular contact with psychological services	Yes (allowed)	No
Psychologically stable	Yes	Yes

- G. Inmates on psychotropic medication for psychiatric purposes or with mental health codes are not eligible for transfer to FCC, GCC, MCC or SCCC.
- H. Inmates with mental health codes are eligible for minimum facilities without a PSU only if the mental health code is assigned solely due to the need for psychiatric follow-up.
- I. Inmates with mental health codes who require ongoing or regular contact with PSU are not eligible for placement at minimum facilities without a PSU.
- J. The procedures in this policy do not apply to inmate transfers between WCCS centers, except that consideration shall be given to the restriction level of the receiving center as described in POC-73.

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## **II. Relationship Between Institutions and Assigned Correctional Centers**

- A. Institutions and correctional centers shall be matched with each other as outlined in POC-73.
- B. The inmate's PSU Record shall be maintained in the HSU as part of the entire Health Care Record at the correctional center throughout the period of time the inmate is housed there.
- C. Inmate Psychiatry Appointments
  1. A nurse at the correctional center shall review the inmate's Medical Chart for medical and mental health conditions and prescribed medications on the next day that a nurse is on-site.
  2. For inmates on psychotropic medication, correctional center HSU staff shall arrange for the inmate to be seen by the psychiatrist at the center, institution or via telemedicine within 30 days of arrival.
  3. Institution HSU staff shall schedule subsequent psychiatric appointments. Whenever possible, these should be coordinated with other scheduled HSU appointments.
- D. Access to Services
  1. If an inmate makes a non-urgent request to see mental health staff outside of a scheduled appointment, correctional center staff shall inform the inmate that he or she should complete a DOC-3035B (for PSU staff) or DOC-3035 (for psychiatry staff).
  2. Facilities without on-site PSU staff shall transport the patient to the institution for appointments or shall arrange for telemedicine visits where available. In select institutions, the Psychiatry Director may approve regular psychiatrist visits to the facility.
- E. Crisis Services for Correctional Center Inmates
  1. Institution PSU staff shall provide correctional center staff with updated on-call schedules and contact numbers.
  2. If a correctional center inmate appears to be in crisis, correctional center staff shall communicate concerns immediately to the Superintendent/designee and to institution PSU staff. Correctional center staff may also contact institution HSU and security staff as needed.
  3. Correctional center staff shall take any necessary steps to limit risk to the inmate, center and community, including transfer to the institution for further evaluation, crisis counseling or clinical observation.
  4. If it is determined by the institution PSU staff or Superintendent/designee that the inmate's condition warrants transfer to the institution, correctional center staff will transport the inmate to the institution.
  5. If the transfer occurs within normal working hours, institution PSU staff will evaluate the inmate on the same day.
  6. If the transfer occurs after hours or on a non-working day, the on-call PSU staff will consult with correctional center staff and use clinical judgment to

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determine whether immediate face-to-face contact or clinical observation at the institution is necessary.

7. PSU staff will conduct a face-to-face interview within one working day or within 16 hours if the inmate is in clinical observation. At the face-to-face contact, the institution PSU staff will determine whether retention at the institution is necessary for further evaluation, crisis counseling or continued clinical observation.
  8. If the correctional center has PSU staff assigned to it, the crisis response procedure may be modified to include the correctional center PSU staff in the on-call and crisis intervention process.
- F. Training for correctional center staff regarding the supervision and management of inmates with mental health issues shall be provided by the institution PSU staff or Psychiatrist when requested by the correctional center.

### **III. Removal of Inmates from Minimum Security Sites for Mental Health Reasons**

- A. An inmate may be transferred out of the minimum security facility if the inmate no longer meets the criteria for emotional or behavioral stability.
- B. Medication changes alone that are initiated by the psychiatrist shall not result in transfer unless accompanied by behavioral or emotional instability. Inmates who need frequent psychiatric visits shall be re-evaluated by institution PSU staff for their suitability to remain in a minimum security setting.
- C. If transfer out of the correctional center is considered, institution PSU staff shall evaluate the inmate prior to the RC hearing and document their findings on DOC-3474.
- D. If an inmate is removed from a correctional center for security reasons (e.g., TLU placement) and institution PSU staff have contact with the inmate for significant mental health issues (e.g., crisis intervention), PSU staff shall subsequently evaluate the inmate for suitability to return to the correctional center using DOC-3474.
- E. The RC shall review the inmate's status to determine an appropriate location and custody level per Wisconsin Administrative Code Ch. DOC 302.

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**Bureau of Health Services:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
James Greer, Director

\_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Paul Bekx, Medical Director

\_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Dr. Kevin Kallas, Mental Health Director

**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Jim Schwochert, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
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<b>Will Implement</b> <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>		

**REFERENCES****DEFINITIONS, ACRONYMS, AND FORMS****FACILITY PROCEDURE****I.**

- A.
- B.
  - 1.
  - 2.
    - a.
    - b.
    - c.
  - 3.
- C.

**II.****III.****RESPONSIBILITY**

I. Staff

II. Inmate

III. Other